

## TEMPLE SHEARITH ISRAEL

### APPLICATION AND RENTAL CONTRACT FOR NON-MEMBERS

Last name of Renter: \_\_\_\_\_

First name of Renter: \_\_\_\_\_

Sponsor's name\*: \_\_\_\_\_

\* All non-member events must be sponsored by a Temple member in good standing. The sponsoring Temple member must be present during the entire event.

Renter's Telephone Number: \_\_\_\_\_

Renter's E-Mail Address: \_\_\_\_\_

Sponsor's E-Mail Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Time of event\*\*: \_\_\_\_\_

\*\* Please indicate start and end time

TEMPLE SHEARITH ISRAEL (TSI), located at 46 Peaceable Street, Ridgefield, Connecticut 06877, has its Pavilion and kitchen available for rental. All functions must be deemed appropriate to the facilities and must not interfere with normal working conditions. TSI reserves the right to deny facility usage to any renter for programs that are inconsistent with the Temple's by-laws or could be deemed detrimental to its reputation. The Temple Board has ultimate authority to make decisions regarding rental policy and to determine what is in the best interest of safety, security and the image TSI wishes to maintain in the Community.

#### **Non-Member Facility Rental Rates**

- Monday – Thursday: \$600 (2 hour event)
- Saturday – Sunday: \$1,200 (maximum 5 hour event)

- Life Cycle event in TSI's Sanctuary - \$300 per event. All Life Cycle events must be officiated by TSI Clergy who may have an additional fee for such service.
- Meetings & Programs: \$50 per hour or partial hour

All caterers are required to comply with all TSI requirements:

1. Provision of a certificate of insurance which names TSI as an additional insured (see insurance section below);
2. Provision of standard documentation that they are a certified purveyor of food, alcoholic and other beverages).

### **Insurance**

- Any caterer, entertainer, photographer, transportation service, or others hired by the Renter who works an event at TSI must maintain Comprehensive Public Liability Insurance coverage of at least \$1,000,000 (one million), issued by an insurance company licensed to do business in the State of Connecticut.
- A Certificate of Insurance naming TSI as an additional insured must be provided to the temple Administrator or Rental Coordinator by each vendor no later than five (5) days prior to a scheduled event.
- Caterers must also provide proof of Host Liquor Liability Insurance which must be maintained by any caterer who caters an event at TSI and a Certificate of this insurance coverage must also be provided to the temple Administrator or Rental Coordinator by each vendor no later than five (5) days prior to a scheduled event where alcoholic beverages will be served.

### **TSI "Respectful Kitchen" Policy**

Whether or not we choose to keep kosher in our own homes, at Temple Shearith Israel we want our policies to be in keeping with the sanctity of the synagogue and reflective of our respect for Jewish traditions. With this in mind, Temple Shearith Israel will follow a "Respectful Kitchen" policy. There will be no pork, shellfish, or other "banned" foods allowed in our Temple. If an event is sponsored by the Temple, such as Shabbat across America, Passover, Break Fast, Sisterhood event, Brotherhood event, School event, etc., then there should be no mixing of meat and milk within any one course of a meal. If an event is not sponsored by the Temple, i.e. someone is renting the facility, then mixing of meat and milk will be allowed.

## **Rules and Regulations**

- The Sanctuary may be used for TSI approved ritual events only;
- Available daytime rental hours:
  - Monday – Friday – Hours are flexible depending on TSI's schedule of activities and rentals.
  - Saturday – Sunday – 12:30 PM to 5:30 PM depending on TSI's schedule of activities and rentals.
- Available evening rental hours:
  - Saturday – Sunday – 6:30 PM to 11:30 PM depending on TSI's schedule of activities and rentals.
- Set-up of the Pavilion by caterers, photographers, videographers or entertainers will be permitted two (2) hours prior to the start time, unless permission is received for earlier access from the Temple's Administrator or Rental Coordinator one week prior to the event.
- If renting the Pavilion, and not using the Sanctuary, there is a rental maximum of 5 hours, plus one hour for cleanup. Any exceptions must be arranged in advance and will entail an additional fee.
- Use of the facility does not end until all guests, caterers and help (including clean-up help) have left TSI property.
- Use of the media equipment is limited to TSI members and TSI sponsored events. The equipment may only be operated by individuals designated by the TSI Board of Trustees.
- Maximum occupancy of Pavilion is 152 for table-seating/buffet affair with dance floor or 200 person maximum for auditorium style seating.
- Children's Parties:
  - Children must be supervised at all times.
  - For any mixed party of adults and children where the number of children exceeds 25 children, or for any party of children only, the renter must provide for a designated children's on-site supervisor. There shall be one children's on-site supervisor for every 25 children. The name of the supervisor(s) must be supplied to the Temple Administrator or Rental Coordinator at least one week in advance of the event. Any costs associated with children's supervisor(s) are the direct responsibility of the Renter.

- Music:
  - All music must end by midnight.
  - Outdoor music is not permitted.
  - TSI is located in a residential district. While we allow amplified music, the decibel level of amplified music must be reasonable and unable to be heard from beyond our property line with doors and windows closed. If a neighbor calls with a complaint that the music is too loud, or if TSI, by its designated agent, feels the noise level is too high, you will be required to lower the volume of the music. If the noise level continues to be higher than the on-site TSI agent deems reasonable, the police may be called and will possibly close down the party.

### **Contract/Deposit/Final Payment**

1. A rental reservation consists of a signed Application and Rental Contract and a security deposit of \$500 to hold the date.
2. A contract is deemed confirmed when TSI countersigns and returns a copy to Renter. This will normally be done within five (5) business days of receiving Renter's signed contract and required deposit.
3. Full payment of the rental fee is due at least 90 days prior to the event. However, if the event is booked less than 90 days in advance of the event, full payment of the rental fee is due when the signed contract and security deposit is delivered to TSI. Failure to make required payments when due can result in forfeiture of the reserved date.
4. The security deposit will be refunded provided that the satisfactory clean-up of the facilities and equipment, including that of the caterer, has been met and that no damage has occurred. The security deposit refund will be mailed within ten working days after the event provided TSI has been left in good order without incurring additional custodial costs. If any deductions are made, they will be itemized. Damage in excess of the security deposit, if any, will be billed separately. Full payment of any excess charge due to damage will be required for the Sponsor to remain as a member in "good standing" at TSI. The amount of any deposit forfeiture will be determined solely by TSI.

### **Cancellation**

1. A confirmed Application and Rental Contract may be cancelled without penalty by the Applicant if notice of cancellation is received by TSI in writing at least 90 days prior to the event. Cancellations less than 90 days but more than 30 days prior to the event date will cause the security deposit to be forfeited. Cancellations within 30 days of the event will result in forfeiture of all rental fees. .

### **Furnishings Provided**

The following items are available for use when renting the Facilities:

- a. Chairs: total of 200 banquet chairs
- b. Tables: total of 19 (60 inch round)
- c. Dance Floor
- d. Podium
- e. Partial use of kitchen refrigerator and freezer
- f. Use of gas stove
- g. Use of microwave oven
- h. Use of industrial dishwasher

**Note: Pots & pans, silverware, glassware, coffeepots, paper goods, linens and miscellaneous kitchen utensils are NOT included in room rental fees.**

### **Temple's Responsibilities**

- The rented space including Pavilion and Sanctuary, kitchen, first floor bathrooms, lobbies, hallways and grounds will be cleaned prior to each event;
- All tables and chairs required and provided by the Temple will be set up as per a schematic provided to the Temple Administrator or Rental Coordinator no later than 2 weeks prior to event.

### **Renter's Responsibilities**

- **To provide at least 30 days prior to the event a valid copy of the Certificate of Liability Insurance of any caterer, entertainer, photographer, transportation service, and others hired by the renter for the event. Failure to provide proper Certificates of Insurance will invalidate this Rental Contract and any fees paid to TSI for the rental will be forfeited.**
- All deliveries and set-up arrangements must be made through the Temple Administrator or Rental Coordinator;
- Removal of all plants, flowers, centerpieces and other such decorations immediately following the end of the event;

- All refuse must be placed in the dumpster outside of the building. No refuse is to be left in the building or next to the building;
- No tables, chairs or equipment belonging to TSI may be removed from the building without prior approval by the Temple Administrator or Rental Coordinator.
- Failure by the renter to comply with these responsibilities may result in forfeiture of all or part of the \$500 security deposit. The amount of the deposit forfeiture will be determined solely by TSI.

### **General Rules and Regulations**

- At no time may food or drinks be served or consumed in the Temple Sanctuary. Our Sanctuary is a holy place and is to be respected as one;
- Alcoholic beverages shall not be served to underage guests (as defined by Connecticut law).
- Consumption of alcoholic beverages must be limited to the interior of the building and the porches. Consumption of alcoholic beverages in cars, driveways, on lawns and in the parking lots is a violation of the Town of Ridgefield Ordinance 7-13 and cannot be permitted.
- All property belonging to the Renter must be removed from the building and TSI property following the event unless special permission has been obtained from the Temple Administrator or Rental Coordinator.
- At the conclusion of the event, kitchen equipment/counters must be wiped down and left clean.
- SMOKING IS PROHIBITED THROUGHOUT THE ENTIRE TEMPLE BUILDING;
- No party decorations may be affixed to the walls or ceilings except for lightweight items that are attached using masking tape or other materials guaranteed to not cause damage to the various surfaces. Any damage caused by this action will be charged to and paid by the Renter as determined by TSI;
- Glitter or confetti shall be minimized to allow for removal during normal clean-up activities. If additional cleaning is required to remove remaining glitter or confetti, the Renter will be charged and will pay for the additional required custodial services as determined by TSI.
- Any decorations that are used must be placed in such a manner as to avoid the use of scotch tape, staples, nails and similar items which could mar any surface in the temple. Decorations may not be hung from wall brackets or light fixtures.
- No chocolate fountains may be used for any events.

- For safety reasons, please do not sit on the porch railings.
- Cooking is not permitted outdoors either on the porch or the grounds.
- Tents are not permitted.
- Pets are not allowed in the buildings or on the grounds with the exception of guide and service dogs.
- The upstairs of the building is not available for use by any Renter or guest of any Renter.
- No furniture or fixtures located in the hallways, lobbies or other rooms are to be moved by renters.
- The electronics closet located off the Sanctuary is not to be entered for any purpose.

### **Entire Agreement**

Once confirmed, this Application and Rental Contract contains the entire agreement by and between TSI and the Applicant concerning this transaction, and supersedes any and all previous agreements, written or oral, between said parties and concerning this transaction. Any modification of this Application and Rental Contract must be in writing and signed by all parties hereto.

### **Waiver and Release**

The Applicant hereby waives and releases TSI from any damages, claims or liabilities of any kind or nature resulting from the use of the Facilities or otherwise in connection with this Application and Rental Contract.

### **Indemnification**

The Applicant agrees to indemnify and hold harmless TSI from any suits, damages, claims or liabilities of any kind or nature incurred as a result of the rental by the Applicant, any guest or employee of the Applicant, or any other person using the Facilities or attending the event contemplated under this Application and Rental Contract, including all costs of defense including reasonable attorney's fees.

### **Attorney's Fees**

If any legal action or other proceedings is brought by TSI for the enforcement of this Application and Rental Contract, TSI shall be entitled to recover reasonable attorney's fees

and other costs incurred in that action or other proceeding, in addition to any other relief for which it or they may be entitled. This Agreement shall be governed by, interpreted under, and construed and enforced exclusively in accordance with the provisions hereof and the laws of the State of Connecticut.

**I understand and agree to be bound by all of the terms stated above.**

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Temple Signature

\_\_\_\_\_  
Date

For Temple use only

Date deposit received: \_\_\_\_\_

Check number: \_\_\_\_\_ Amount: \_\_\_\_\_

Date countersigned: \_\_\_\_\_

Date returned to Renter: \_\_\_\_\_

Date rental fee received: \_\_\_\_\_

Check number: \_\_\_\_\_ Amount: \_\_\_\_\_